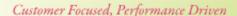


Professional Development

Providing Training for State Purchasing Professionals





Quick Facts

LENGTH 2 days

CONTACT HOURS 13

START TIME 9:00 AM

> END TIME 4:00 PM

Fundamentals of State Purchasing

Course Description:

The purpose of this 2-day training session is to review procurement information, procedures, and detailed descriptions and explanations of purchasing within the State of Georgia.

Audience:

Professionals with at least 6 months performing public purchasing functions.

Objectives:

At the completion of this training course, you will be able to do the following:

- List the various responsibilities of State Purchasing professionals within the State of Georgia.
- Define "purchasing professional" and "ethics"
- Find and use the two critical State of Georgia references
- List and provide an explanation of the major elements of the Purchasing Cycle
- Find and use NIGP Codes
- Complete an in-house requisition form
- Define "RFQ" and "RFP"
- List 5 elements to include in an RFQ solicitation
- List 3 exemptions to State of Georgia purchasing regulations
- Find and use Statewide Contracts and Agency Contracts
- List 3 methods to perform Open Market solicitations with the rules associated with each method
- Post a bid to the Georgia Procurement Registry
- Attach a document to a posted bid

Quick Facts

LENGTH 2 days

CONTACT HOURS 13

START TIME 9:00 AM

> END TIME 4:00 PM

Fundamentals of State Purchasing

- Edit a posted bid
- Obtain a list of vendors who received notice of a posted bid
- Check to ensure a posted bid is on the public side of the Georgia Procurement Registry
- Find vendors using the Vendor Registration System
- Justify using a Sole Brand solicitation method
- Complete a Sole Source and an Emergency Purchase form
- Evaluate the bid responses from a closed solicitation and complete a bid tabulation
- Make award decisions based using the Reciprocal Preference rule
- Make an award decision when splitting the award is possible
- List the key features associated with informal complaints and formal protests
- Complete an Notice of Award and a Complaint to Vendor form
- Select the appropriate Purchasing Code to use
- List the elements of a "3 Way Match"
- List 10 pieces of documentation to be included in the purchasing documentation file
- List 3 citations frequently found in compliance reviews

Prerequisites:

 Introduction to State Purchasing or six (6) months performing public purchasing functions